



## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** **Director of Community Development**

**Department:** Community Development

**Pay Grade:** 121

**FLSA Status:** Exempt

### **JOB SUMMARY**

This position plans, coordinates and directs City of Columbia community development and housing programs, ensuring compliance with federal and state regulations; and performs related professional and administrative work as required. The incumbent plans, organizes and implements programs within major organizational policies, reporting program progress to senior-level administration through reports and conferences.

### **ESSENTIAL JOB FUNCTIONS:**

- Administers the daily activities and operations of the Community Development Department, including housing, loan and neighborhood programs;
- Ensures department compliance with applicable federal, state and local laws and regulations;
- Develops and administers assigned budgets; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time;
- Supervises department professional, supervisory, technical and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee discipline, discharge, transfers and promotions;
- Reviews the work of subordinates for completeness and accuracy; offers advice and assistance as needed;
- Provides for the adequate training and development of department staff;
- Develops, recommends and implements department policies and procedures;
- Develops, recommends and implements short- and long-range development plans and objectives;
- Prepares project feasibility plans and associated creative financing mechanisms;
- Works with private developers, realtors, Columbia Chamber of Commerce,

neighborhood leaders and others to implement retail, industrial and residential development projects;

- Directs City housing and community development programs, including but not limited to CDBG, HOME, ADDI and HOPWA programs and other neighborhood development programs, etc.;
- Plans and implements outreach programs for special populations as necessary;
- Prepares a variety of studies, reports and related information for decision-making purposes;
- Supervises the preparation and maintenance of accurate and up-to-date department records;
- Coordinates department activities and functions with those of other City divisions, departments, counties and outside agencies as appropriate;
- Advises City officials and other entities on affordable housing and development issues and projects; prepares and presents project information and staff recommendations to such groups as required;
- Represents the department and City to various civic, professional, community and other organizations; participates as a member of various committees as appropriate; attends community / committee meetings, frequently at night;
- Directs and participates in department marketing and public relations efforts; makes public presentations to inform the public about department projects and programs;
- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility;
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, conducting and attending meetings, etc.;
- Attends training, conferences, seminars, meetings, etc., to maintain awareness of changing trends and legislation in the field of community planning and development; and
- Performs other related duties as assigned.

#### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Bachelor's degree in business, public administration or closely related field;
- Eight (8) years of relevant prior experience;
- Valid South Carolina Class "D" Driver's License;
- Housing Development Finance Professional and/or Economic Development Finance Professional.

#### **Knowledge, Skills and Abilities:**

- Knowledge of algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics, applying such functions as frequency distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models;
- Ability to synthesize or integrate analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures or methodologies based on new facts, knowledge or interpretations;
- Ability to negotiate, exchanging ideas, information and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions or solutions;
- Ability to handle or use machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and

- changing toner;
- Ability to perform work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization;
- Ability to read scientific and technical journals, abstracts, financial reports and legal documents; speaking before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writing complex articles and reports; developing presentations for sophisticated audiences;
- Ability to perform advanced professional-level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, managerial or scientific nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained, unusual pressure; and
- Ability to make decisions, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions; responsible for long-range goals, planning and methodologies.

**PHYSICAL DEMANDS:**

The work is considered sedentary and involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. The work requires the following physical abilities to perform the essential job functions: fingering, talking, and visual acuity.

**WORKING CONDITIONS:**

Work environment involves exposure to no known environmental hazards; and involves decisions that could lead to major community or organizational consequences.

*The City of Columbia has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date